

Instructions and Tips for Submitting a Do Not Use (DNU) Form

Effective October 2, 2019, the reporting of a Do Not Use (DNU) for Substitute Teachers and Substitute Paraprofessionals must be done electronically. Your submittal of a DNU form for a substitute initiates the process for ensuring that the specified substitute is no longer assigned to your school by the SubCentral system and, if warranted, initiates performance-based disciplinary action. To **access and submit a DNU Form, visit:**

<https://nyc.teacherssupportnetwork.com/dnu/DNUForm.do>

It is mandatory that the fields with an asterisk (*) are completed.

File # & Employee ID: Enter both the File# (which is also the same as the EIS#) and the Employee ID of the substitute. Both these numbers must contain 7 digits. Therefore, any leading zeroes must be added. [NOTE: In contrast, the SubCentral Access ID does not permit the use of leading zeroes]. If the combination of numbers you entered does not match that on our database, an error message, "The File & Employee ID combinations used do not match the DNU database", will be displayed. Verify the accuracy of the numbers against the SubCentral system.

First and Last Names: In response to your accurate File# & Employee ID entries, the system will auto-fill the First and Last Names of the corresponding substitute. If **both** the First and Last Names returned do not match the substitute you intend to report, ensure that you are using the correct numbers by referencing SubCentral. If only the Last Name does not match, it is likely that a recent name change initiated by the substitute has not yet propagated into all systems. In this case, you may overwrite the name displayed on the Last Name field. If neither name is returned, type in both First and Last Names.

Incident Dates and Explanation of Reasons: Only one DNU needs to be submitted for a specific substitute. If the DNU was as a result of several incidents over one or more days, each incident must be documented on the same form. Documenting all incidents will strengthen the defense of any potential grievance claims that may be made by the substitute. For example, if the reason for the DNU is lateness and the substitute was late on two dates, indicate both dates on the same form. Similarly, if the substitute arrived late and was also disrespectful, explain both reasons for the same date, on the same form.

Supporting Documents: Supporting documents enable SubCentral to better defend grievances and aide in disciplinary conferences. All supporting documents must be attached to the original submission. If you have more than one page, scan all of them into one document before you attach. If you decide to attach a document after you have submitted the DNU form, please email it to us along with a note.

"SUBMIT": After you have reviewed the data you entered for accuracy and attached any supporting documentation, click on "SUBMIT". If your submittal is accepted, a summary will be displayed immediately and also be emailed to the Principal. If the submittal was not accepted, an error message will be displayed.

If you experience issues not explained above (e.g., School's ID is not listed, Principal did not receive an acknowledgment email, Principal's Name or email address in DNU database is not current) or need to modify the information you submitted, please contact us by phone at 718-935-5771 or email SubstituteDisciplinaryUnit@schools.nyc.gov.

Substitute Disciplinary Unit, 65 Court Street, Room # 506B, Brooklyn, NY 11201

(9/27/2019)